

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Consulate General of India

[Consulate Address]
[City, State, Zip Code]

Dear [Consul General's Name or "Sir/Madam"],

Subject: [Subject of the Letter]

I am writing to you regarding [briefly state the purpose of your letter].

[Provide detailed information or request, maintaining a formal tone and clear structure.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]